

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE7017065

Date Posted: 09/24/12

POSITION NO: 945904

Closing Date: 10/05/12

CLASS CODE: 3678

POSITION TITLE: Assistant Superintendent

DEPARTMENT NAME: NAVAJO HEAD START

DEPARTMENT NO: 701 WORKSITE LOCATION: WINDOW ROCK, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: W71A

Days: M-F

Permanent: ☒

SALARY:

Hours: 8:00 AM - 5:00 PM

Temporary: ☐

Duration: \$ 83,595.20 Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40 \$ 40.19 Per Hour

DUTIES AND RESPONSIBILITIES:

Directs the Head Start program in the implementation of department plans and goals; supervises department administrators and administrative staff; oversees fiscal management, programmatic and budgetary functions of department operations; leads strategic planning for the Head Start program in cooperation with appropriate personnel and reports to the Superintendent, Policy Council, Oversight Committee and Office the President/Vice President, as necessary.

Leads the development and implementation of internal control mechanisms, procedure and guidelines to maintain staff accountability and compliance with applicable policies and procedures; assures that program supervision is managed and administered in accordance with applicable policies and procedures; interprets and ensures compliance with federal, state and Head Start Performance Standards; regulations and policies.

Evaluate leadership and support staff; monitors systems to design training plans for stakeholders that align with improvement plans; contributes toward professional growth and performance through providing professional development opportunities; promotes, reviews and communicates progress toward department goals; maintains an information system that supports the facilitation and monitoring of department goals and initiatives; monitors and communicates trend, benchmark and comparison data in all areas of the Head Start program.

Assures the curriculum is aligned with adopted content standards; advocates; facilitates and monitors the alignment of curriculum; instruction, assessment instruments and improvement of academic programs in departmental goals and objectives.

Advocates for and monitors systems that examine performance level and improvement trends in academic achievement operation, support process that enhances integrations of Navajo curriculum development in early childhood.

Initiates cooperation and partnership among stakeholders in Navajo education with state educational agencies, the Bureau of Indian Education and local school boards to obtain best practices to achieve common goals for academic improvement.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Master's degree in Educational Leadership, Education Administration or Early Childhood Education; and

Special Training: Emphasis will be experience in Navajo culture and language but integrates into curriculum.

EXPERIENCE:

three (3) years demonstrated organizational, communication and planning work experience which include educational administrative or supervisory work experience equivalent to an elementary or secondary School Principal, an Executive Director of an elementary or secondary BIA Grant or Contract School or BIA Education Line Officer serving a student population of 300 or more; and three (3) years of elementary or secondary classroom experience.

Special Knowledge, Skills and Abilities:

Comprehensive knowledge of modern principles, methods and practices of administrative management and public administration; comprehensive knowledge of program development and budgetary and accounting processes, comprehensive knowledge of personnel administration and divisional policies, procedures, regulations, comprehensive knowledge of the organization and its function; comprehensive knowledge of Early Childhood Education; knowledge of the Navajo Nation Philosophy/Culture; ability to speak the Navajo Language.

License/Certification Requirements:

Must have criminal background check and a satisfactory clearance report before hiring. Must have CPR, First Aid certified and Valid State Driver's License, and obtain the following within ninety days of hire: physical examination with T.B. clearance, Navajo Nation Vehicle Operator's Permit.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99